

EPA QA/R-5 QAPP REVIEW CHECKLIST

06/99

Site Name: _____ Document No. _____

Site Manager: _____ Date of QAPP: _____

QAPP Author: _____ QAPP Reviewer: _____

	COMMENTS
A1. Title & Approval Sheet	
Title	
Organization's Name	
Dated signature of project manager	
Dated signature of quality assurance officer	
Other signatures, as needed	
A2. Table of Contents and Document Control Format	
A3. Distribution List	
A4. Project/Task Organization	
Identifies key individuals, with their responsibilities (data users, decision-makers, project QA manager, subcontractors, etc.)	
A5. Problem Definition/Background	
Clearly states problem or decision to be resolved	
Provides historical & scientific background information	
A6. Project/Task Description	
Lists measurements to be made	
Cites applicable technical, regulatory, or program-specific quality standards, criteria, or objectives	
Notes special personnel or equipment requirements	
Identifies the assessment tools needed	
Provides work schedule	
Notes required project & QA records/reports	

	COMMENTS
A7. Quality Objectives & Criteria for Measurement Data	
States project objectives and limits, both qualitatively & quantitatively	
States & characterizes measurement quality objectives as to applicable action levels or criteria	
A8. Special Training Requirements/Certification Listed	
A9. Documentation & Records	
Lists information & records to be included in data report (e.g., raw data, field logs, results of QC checks, problems encountered)	
Describes process and responsibilities for ensuring that the most current approved version of the QAPP is available	
Specifies the level of detail of the field sampling and/or lab analysis narrative needed to completely describe difficulties encountered	
Gives retention time and location for records & reports	
B1. Sampling Process Design (Experimental Design)	
Lists samples required as to type & number	
States sampling network design & rationale	
Gives sampling locations & sampling frequency	
Identifies sample matrices	
Lists classification of each measurement parameter as either critical or needed for information only	
Gives appropriate validation study information for non-standard situations	
B2. Sampling Methods Requirements	
Identifies sample collection procedures & methods	
Lists equipment needed	
Identifies support facilities	
Identifies individuals responsible for corrective action	
B2. continued	COMMENTS
Describes process for preparation and decontamination of sampling equipment	

Describes selection and preparation of sample containers and sample volumes	
Describes preservation methods and maximum holding times	
B3. Sample Handling & Custody Requirements	
Notes sample handling requirements	
Notes chain of custody procedures, if required	
B4. Analytical Methods Requirements	
Identifies analytical methods to be followed (with all options) & required equipment	
Provides validation information for non-standard methods	
Identifies individuals responsible for corrective action	
Specifies needed laboratory turnaround time if important to project schedule	
B5. Quality Control Requirements	
Identifies QC procedures & frequency for each sampling, analysis, or measurement technique, as well as associated acceptance criteria & corrective action	
Referenced procedures used to calculate QC statistics (precision & bias or accuracy)	
B6. Instrument/Equipment Testing, Inspection & Maintenance Requirements	
Identifies acceptance testing of sampling & measurement systems	
Describes equipment preventive & corrective maintenance	
Notes availability & location of spare parts	

	COMMENTS
B7. Instrument Calibration & Frequency	
Identifies equipment needing calibration & frequency for such calibration	
Notes required calibration standard and/or equipment	
Cites calibration records & manner traceable to equipment	
B8. Inspection/Acceptance Requirements for Supplies & Consumables	
States acceptance criteria for supplies & consumables	
Notes responsible individuals	
B9. Data Acquisition Requirements for Non-direct Measurements	
Identifies type of data needed from non-measurement sources (e.g., computer data bases and literature files) along with acceptance criteria for their use	
Describes any limitations of such data	
Documents rationale for original collection of data and its relevance to this project	
B10. Data Management	
Describes standard record keeping, data storage, & retrieval requirements	
Checklists or standard forms attached to QAPP	
Describes data handling equipment & procedures used to process, compile, and analyze data (e.g., required computer hardware and software)	
Describes process for assuring that applicable information resource management requirements are satisfied	

	COMMENT
C1. Assessments & Response Actions	
Lists required number, frequency, & type of assessments with approximate dates & names of responsible personnel (assessments include but are not limited to peer review, management systems review, technical systems audits, performance evaluations, and audits of data quality)	
Identifies individuals responsible for corrective actions	
C2. Reports to Management Identifies frequency & distribution of reports for:	
Project status	
Results of performance evaluations & audits	
Results of periodic data quality assessments	
Any significant QA problems	
Preparers & recipients of reports	
D1. Data Review, Validation, & Verification	
States criteria for accepting, rejecting, or qualifying data	
Includes project-specific calculations or algorithms	
D2. Validation & Verification Methods	
Describes process for data validation & verification	
Identifies issue resolution procedure & responsible individuals	
Identifies method for conveying these results to data users	
D3. Reconciliation with User Requirements	
Describes process for reconciling project results with DQOs & reporting limitations on use of data	

Note: This checklist is based on the document "Guidance for Quality Assurance Project Plans," EPA QA/G-5. Please also consult the document "EPA Requirements for Quality Assurance Project Plans for Environmental Data Operations," EPA QA/R-5 when developing a Quality Assurance Project Plan. These documents can be found on-line at <http://www.epa.gov/rl0earth/offices/oea/qaindex.htm#National> QA Guidances and Requirements Documents